April 2013

Dear Candidate,

Welcome to your Spring AQ Course, Librarianship Part I!  
  
You are registered in the Spring session of ETFO-AQs. Thank you for choosing ETFO-AQs for your professional learning.

This internet mediated course enables you to complete your course work at any chosen location in your own time providing that the Learning Experiences (modules) and assignments are completed by the specified course due dates that are on the course schedule and posted on the discussion board. (I will be referring to the Learning Experiences as LE’s, and the due dates will be listed below.)

This will be an engaging experience as we explore educational theories in practical ways to support your learning and your students’ learning. By using the interactive web-based resources, reflection, discussion groups and summative tasks, you will find yourself in an environment that promotes life-long learning in a digital age.

**This email will outline the following details:**

1. Accessing Desire2Learn course platform

2. Scheduling your time to complete course work  
3. Information about course expectations

4. Help information

Please watch the following video. It will help you understand how to be successful in your Spring AQ course:

<http://www.xtranormal.com/watch/12465754/etfo-fall-2011-welcome-video>

In addition, if this is your first AQ course with ETFO-AQ, you must complete the orientation course which you will find under “my courses”. This course explains expectations for the course and has several helpful suggestions.

**Accessing Desire2Learn**

You will access your course with the same username and password that you created to register. Your course will appear on the Desire2Learn homepage under "My Courses". To access your course, please go to: <http://learn.etfo-aq.ca>. If you have forgotten your password, you can click on forgot password on the course homepage. Your username is your firstname.lastname You can also call the 24 hour help desk if you are having trouble logging in at: 1-877-325-7778

**Scheduling your time:**

It is very important for you to keep pace in the course. Please check the course schedule and discussion board for due dates. Contact me immediately should extenuating circumstances prevent you from finishing a learning experience module by the due date. Not keeping pace in the course will seriously hinder your success in the course.

**Course Expectations**  
  
Each course requires a minimum of 125 hours which includes time spent on the computer, research and reading time. You need to anticipate approximately 8-10 hours of work each week in this course. You are expected to login every 3 days and check the course postings, content or announcements.

The following will be the due Dates for our Learning Experiences (Modules):

**LE 1 April 8th to April 26th**

**LE 2 April 29th to May 10**

**LE 3 May 13th to May 31st**

**LE 4 June 3rd to June 21st**

**WE WANT TO HELP**  
  
The following initiatives are in place to provide you with the help and support you need to get started in your course as quickly as possible:   
  
1) The ETFO-AQ Candidates home page provides a wealth of information and instructions. This homepage has a widget section that provides user guides and step-by-step instructions on accessing and using Desire2Learn (D2L).

2) The ETFO-AQ Course Candidate Technical Help widget on the homepage will help you to get the technical support that you need more quickly and efficiently. Please review the steps of who to contact. Technical help is for computer related questions. Course content questions need to be addressed by instructors.

And of course, I am always here to help out in any way that I can!   
  
**INTERNET ACCESS COSTS**

You are responsible for all costs associated with your Internet access. This includes Internet Service Provider costs.

Looking forward to a wonderful session,

Deborah McCallum ☺